

Risk Assessment Guidance for Teachers/Group Educational Leaders for a Self-Guided Museum Visit

The Florence Nightingale Museum's public gallery and exhibition space has been designed and is maintained as a safe space for the public. Activities for schools and other visiting educational groups are designed with full consideration of risks and the Museum completes risk assessments for all new work and activities.

We encourage educators or group leaders, where possible and feasible, to visit the Museum in advance. We permit up to 2 people to visit free of charge in an effort to support education professionals to create their risk-assessments and better familiarise themselves with the space. The creation of a Risk Assessment is the responsibility of the educator or visiting group leader but we encourage them to consider the following notes below as part of their Risk Assessment:

- Any materials to be handled as part of a workshop or self-led activity have been risk-assessed. Teachers and any other accompanying adults are responsible for ensure that participant behaviour is safe when using any handling objects.
- Potential trip hazards in the Museum will be identified and excluded from the participants' route.
- All electrical equipment is regularly checked to ensure that visitors are protected from electrical shock.
- Construction materials and any paint finishes used in the Museum are fire-retardant and safe for visitor contact.
- The building is fitted with smoke and heat alarm systems as part of wider requirements within St. Thomas's Hospital that will alert staff of the need for evacuation. Fire exits are clearly marked and well-rehearsed evacuation procedures ensure that visitors can safely and quickly exit the premises.
- As in a school or other educational establishment, any educators, group leaders and accompanying adults are responsible for the general health and safety of their group. They should remain with their group at all times and accompany them in case of an evacuation.
- The Museum has two assembly points, one outside the main front doors and one within the Gassiot House children's playground that is accessible via the back of the Museum. The location used will depend on the nature of the evacuation and location of the group and hazard at a given time. Group leaders are requested to brief every adult with an assembly location and evacuation route.
- We do not have first aid facilities here at Florence Nightingale Museum however we do hold a first aid box with basic supplies and any accidents or emergencies can report directly to St. Thomas' A&E Department on site.